

LOT LINE ADJUSTMENT MAP CHECK LIST

APPLICATION # _____ LOCATION: _____ ACTIVITY # _____

Instructions: Check box if complete, circle if incomplete or mark N/A if not applicable. When item corrected, color box solid and date.

The Lot Line Adjustment Map indicates and/or conforms with the following requirements:

A. Survey, Property and Miscellaneous Information

- ☐ 1. Title, including application number, City of Hayward, Alameda County, California.
- ☐ 2. Names, addresses and phone numbers of record owners and the preparer of the map, including zip codes.
- ☐ 3. Railroad rights-of-way, easements, political subdivisions, rancho lines, water courses, other physical features, existing and proposed.
- ☐ 4. Layout, number, dimensions, boundaries, and area of existing and proposed lots, with at least one tie to the nearest street intersection. (Dashed line used for existing property line, solid line for proposed).
- ☐ 5. Statement signed by owners as follows:
I (We) (name of owner/s) agree to the filing of said map and agree to comply with the provisions of the City of Hayward Subdivision Ordinance and the State Map Act as they apply to the processing and approval of said map.
- ☐ 6. Information is legible and will be legible on a reduction to 8-1/2" x 11".
- ☐ 7. Plan sizes do not exceed 18" x 26", made of polyester film at least 3 mil thickness; signatures executed in black permanent ink.
- ☐ 8. Vicinity map.
- ☐ 9. North arrow, dimensional and graphic scale, legend and date.
- ☐ 10. Location and names of all existing streets or other public rights-of-way in or adjacent to the lots; street names in agreement with City Street Guide.
- ☐ 11. Existing and proposed buildings, distances to proposed lot lines and between structures to be retained or constructed, notations of structures to be removed. Demonstrate that all structures and lots comply with Zoning Ordinance and Building Code regulations.
- ☐ 12. Location, size, and species of all trees 10" or more in diameter with notation whether to be retained or removed.

Lot Line Adjustment Map Check List Continued:

- ☐ 13. Adjacent lots identified with Tract/Parcel No. or Assessor's Parcel No.
- ☐ 14. The sum of all the individual distances equals the total distances; the radial bearing for necessary intermediate points is shown. Every interior bearing and distance agrees with traverse sheet, if required.
- ☐ 15. Dimensions to 1/100 of a foot (or as contained in record data).
- ☐ 16. Conforms to approval preliminary plan, site plan review, building permits applied for or approved.
- ☐ 17. Recording data of all parcels affected by this map are shown.
- ☐ 18. Assessments have been paid or an amended assessments diagram has been completed.
- ☐ 19. Certificates for data and approval by Director of Planning.
- ☐ 20. Notation of expiration one year after date of approval if the revised lots are not a matter of record.
- ☐ 21. Signed and sealed by a Registered Civil Engineer or Licensed Land Surveyor.
- ☐ 22. Recent title report or proof of ownership for each lot involved.

B. After Lot Line Adjustment Approval

- ☐ 23. 8-1/2" x 11" reduction of map made.
- ☐ 24. Executed lot line adjustment map master filed in Engineering.